



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000008092
 Purchase Order Change Notice (# 2)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** E **Date:** 03/17/20 **PO Method:** SP **Dispatch:** Dispatch Via Print **Rev Dt:** 06/30/20

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: WORKQUEST
 1011 E 53rd St
 AUSTIN TX 78751
 United States

Ship To: See Detail Below

Vendor ID: 1741976051 1

Purchaser: Jason Adams
Phone: 512/465-4181
Fax: 512/465-5641

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Jason.Adams@txdmv.gov

Bill To Fax:
Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Payment:
 Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV_FIN-INVOICES@txdmv.gov (note: There is an underscore "_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors> Health and Safety. On Friday, March 13, Governor Abbott declared a State of Disaster for all Texas counties amid the growing need to prepare for, respond to, and mitigate the spread of COVID-19. As part of the Governors directive, state employees across Texas are doing their part to #FlattenTheCurve of Coronavirus spread by teleworking, prioritizing hygiene, and practicing physical or social distancing.

TxDmv Contact: Chris Sturm, 512-465-3838, Chris.Sturm@TxDMV.gov

Vendor Contact: Larry Sargee, lsargee@workquesttx.com

Change Orders:
 Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

POCN #1
 Adding funds for June deep cleaning.
 Changing the buyer from Andrew Ortegon to Jason Adams.

POCN #2
 Adding funds for July and August 2020 deep cleaning.

Authorized Signature

06/30/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Deep & Disinfectant Cleaning Midland/Odessa RSC	910/37	1.0000	EA	\$108.00000	\$108.00	03/18/2020	
Ship To: 1P12		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$108.00	
				ReqID: 0000008921				
Please contact Chris Sturm for questions and scheduling.							Item Total for Line # 1	\$108.00
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Deep Cleaning Services - Odessa RSC	928/93	477.0000	UNT	\$1.00000	\$477.00	05/29/2020	
Ship To: 1P12		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
						Schedule Total	\$477.00	
				ReqID: 0000009173				
Contract Monitor: Chris Sturm Chris.Sturm@TxDMV.gov 512-465-3835							Item Total for Line # 2	\$477.00

Authorized Signature

06/30/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Deep Cleaning Janitorial Services (July and August) - Odessa RSC	910/39	2.0000	MO	\$300.00000	\$600.00	06/30/2020
Ship To: 1P19		Delivery Instructions:					
3901 East Hwy. 80 Odessa TX 79761 United States							
						Schedule Total	\$600.00
						ReqID: 0000009309	
Contract Monitor: Chris Sturm Chris.Sturm@TxDMV.gov 512-465-3835						Item Total for Line # 3	\$600.00

Total PO Amount \$1,185.00

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

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Authorized Signature

06/30/2020